

ROUTING AND TRANSMITTAL SLIP Date: 13 JUL 1979

TO: (Name, office symbol, room number, building, Agency/Post)		DD/A Registry	Initials	Date
1. <i>Fitzwater</i>		79-2550		
Director of Personnel				
2. SE 58 Hqs				
3. <i>cc May</i>				
4.				
5.				

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Harry: When I return from vacation, I would like to review pros: cons of going to GS 7, 9, 11 professional steps rather than GS 7, 8, 9, 10, 11.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, office symbol, Agency/Post)	Room No. - Bldg.
<i>Says this was examined in last couple years.</i>	
DDA	Phone No.

OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.206

Harry: When I return from vacation, I would like to review pros & cons of going to GS 7, 9, 11 professional steps rather than GS 7, 8, 9, 10, 11. [] says this was examined in last couple years. OTS pressed me on this. /s/Don"

DDA:DIWortman:kmg (31 Jul 79)

Distribution:

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- 1 - DDA Chrono
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DD/A Registry
 File *Personnel*

DD/A Registry
 79-2550

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6R000600010091-1

TRAFFIC

4

SUBJECT: (Optional)

STAT

FROM:

[Redacted]

SA/DDCI

EXTENSION

NO.

PERS 79-4757

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for
Administration
7D18

I am forwarding herewith a copy of a memo the DDCI requested be prepared for his signature. He has asked that I distribute advance copies for your comment.

2.

If you have any questions on this matter, the Office of Personnel [Redacted] will be available to discuss them.

STAT

3.

Please have your comments in writing to the DDCI by 15 August.

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FORM 1-62

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MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, Executive Career Service

FROM : Frank C. Carlucci
Deputy Director of Central Intelligence

SUBJECT : Agency Position Classification Policy

1. Although exempt from the Classification Act, the Agency is responsible to the Congress and the President for administering a sound and equitable personnel management system. The need, indeed urgency, for a sound position classification program is emphasized when we recognize that over one-half of the Agency's budget is for personnel services. Yet, position classification efforts in the Agency have been misunderstood, ridiculed and in certain cases rejected by managers and employees based on individual perceptions regarding the role of position classification and the validity of the evaluation criteria applied.

2. During the past several years the Agency average grade, and more importantly, the average grade of certain occupations has escalated well beyond U.S. Government norms. Furthermore, personnel average grade is increasing at a faster rate than the position average grade. This has become a serious matter and relates directly to the Agency's position classification policy. I believe we must have a strong centralized classification program that will not only achieve the basic objective of "equal pay for substantially equal work" so that our employees receive a fair and equitable pay for services rendered, but will also provide the necessary control to prevent unjustified grade escalation.

3. I have reviewed two specific classification issues requiring an Agency policy decision in order to achieve a sound and defensible position classification and control program and have decided in principle on the following courses of action:

a. Position Evaluation Criteria (Standards)

(1) Charge the Office of Personnel with responsibility for development of Agency grade level criteria (standards) that recognize our atypical occupations and uniqueness of

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mission. Pertinent job evaluation knowledge available in the Federal sector will be used, when appropriate, in the development of Agency standards. It is essential that grade level criteria be defined in a manner that will provide a fair and equitable yardstick to grade Agency job requirements and be generally consistent with accepted position classification practices. I have directed the Office of Personnel to work with your organizations during the PMCD survey process to devise equitable grading criteria for all categories of positions.

(2) I realize that we have certain occupational areas where average grade has escalated beyond reasonable comparability with other Agency occupations and I have therefore decided in principle to stop any further grade creep in these categories. Towards that end, the Office of Personnel will devise evaluation criteria for these specific occupations to insure they are properly classified in the context of other occupations.

(3) The above policy will preclude the practice of comparing positions against other positions, in the Agency or with other Federal organizations, assumed to be properly graded. The approved Agency position standards will be the sole basis for future classification action.

b. Implementation and the Appeals Mechanism

The current appeals process needs to be tightened so that Agency Staffing Complements can be maintained in a timely and current manner. Our current procedure states that within thirty days the operating official may indicate to the Director of Personnel that certain classification findings will be appealed. Experience shows, however, that issues remain unresolved for long periods of time, creating out-of-date staffing problems, uncertainties, apprehension in the minds of employees, and inaccurate position records. The new policy will require the operating official to submit specific appeal justification in writing to the Director of Personnel within thirty days from receipt of the classification findings; otherwise, the classification findings will be reflected on the Staffing Complement. This change in the appeals procedure will reduce delays currently encountered between submission of classification findings and implementation. The current appeals channel outlined [] dated 28 April 1978, remains unchanged.

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4. I believe you share my concern for maintaining grade equity through the application of valid evaluation criteria, as well as the need for a timely and effective implementation and appeals process.

Frank C. Carlucci

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